

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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December 21, 2004

**FROM:** ROBERT L. McKERNAN, Director  
County Museums

**SUBJECT:** CONTRACT WITH STEPHEN BISHOP FOR RESIDENT HISTORIC SITE MANAGER AT  
AGUA MANSA PIONEER MEMORIAL CEMETERY IN COLTON

**RECOMMENDATION:** Approve agreement with Stephen Bishop to provide resident Historic Site Manager services at Agua Mansa Pioneer Memorial Cemetery in Colton through April 15, 2005.

**BACKGROUND INFORMATION:** Historically, the Department has hired a contract Historic Site Manager at Agua Mansa Cemetery in Colton to live on the premises and perform a variety of tasks in order to preserve the historic and aesthetic integrity of the Museum. Such tasks include, but are not limited to, maintaining standards of cleanliness; performing minor maintenance and repairs; admitting and monitoring visitors; providing security when present on the site; and supervising events.

On November 18, 2003, the Board approved Agreement 03-1166 with Tom Richards as Historic Site Manager at the Agua Mansa Cemetery in Colton to live on the premises and perform a variety of tasks in order to preserve the historic and aesthetic integrity of the Museum. This position is currently vacant.

Stephen Bishop has been an employee of the Department for approximately the past six months. During this period of time, Mr. Bishop has been involved with implementation of the Board-approved Museum Youth Club Program. Based on his quality of work performed with this project, as well as his background in security, the Museum is recommending this employment agreement with Stephen Bishop as site manager for the Agua Mansa Cemetery.

The proposed contract would provide Mr. Bishop with compensation in the form of utilities and use of residence, which have an estimated value of approximately \$625 per month. Any income taxes, as a result of this compensation, would be Mr. Bishop's responsibility; and possessory interest taxes, if applicable, would be paid by the Museum Department. The term of the agreement is for 4 months, and either party may terminate this agreement by giving the other party 10 days' written notice. During the term of the agreement, the County may enter and inspect the public areas or residence of the Agua Mansa Cemetery. This facility is currently open to the public one day per month.

**REVIEW AND APPROVAL BY OTHERS:** This agreement has been approved as to legal form by County Counsel (Jean-Rene "John" Basle, Deputy County Counsel, 387-5477) on December 13, 2004, and by Human Resources (Tammy Ballesteros, Human Resources Officer, 387-8138) on December 13, 2004. In addition, this recommendation has been approved by the County Administrative Office (Tom Forster, Administrative Analyst, 387-4635) on December 2, 2004.

**FINANCIAL IMPACT:** There is no fiscal impact to the Department related to this item.

**SUPERVISORIAL DISTRICT(S):** 5<sup>th</sup>.

**PRESENTER:** Robert L. McKernan, 798-5719.

Record of Action of the Board of Supervisors

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